

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF ILLINOIS**

**EFFECTIVE JANUARY 3, 2005**

**REQUIREMENTS FOR FILING AN BANKRUPTCY CASE**

The following items are required **when not filing a Bankruptcy case via the internet:**

- ▶ **Diskette, CDROM or DVD in PDF Format** with the following filed as separate PDF documents:

Bankruptcy petition, schedules, statements - **book marked**  
Declaration **signed by Debtor(s) and Attorney**  
B21-Statement of Social Security Number **signed by Debtor(s)**  
Chapter 13 Plan (if applicable)  
List of Creditors Holding 20 Largest Unsecured Claims (Official Form No.9  
chapter 11 only)  
Installment Agreement **signed by Debtor(s)**

- ▶ **Creditor Mailing Matrix on computer Diskette, CDROM or DVD** filed as a .txt file

For exact media requirements please refer to *Administrative Procedures for the Case Management/Electronic Case Filing System*.

- ▶ **One paper copy** of the following documents:

Bankruptcy petition

Paper copy will be stamped received and returned to you with the case information, i.e case number, judge, hearing date, etc.

- ▶ **Appropriate Filing Fee** (checks should be made payable to Clerk, U.S. Bankruptcy Court)

If you are filing by mail please include a stamped, self-addressed envelope for your receipt and any copies you wish returned. Please use the following address:

**Eastern Division**  
U.S. Bankruptcy Court  
219 S. Dearborn St.  
Chicago, IL 60604-1802

**Western Division**  
U.S. Bankruptcy Court  
211 S. Court St. Room 110  
Rockford, IL 61101